



## REQUEST FOR BUILDING PERMIT CITY OF ROSWELL

or email the form to  
c.gamboa@roswell-nm.gov

DATE \_\_\_\_\_

### \* Must be Entirely Completed

Legal Description (for New Construction & Mobile Home Placement Only):

**Job Site Address:**

Describe Proposed Work to be done: (e.i. New Construction, Remodel, Addition, Storage Shed, Carport)

**\*\*\* Note: This does NOT include Plumbing, Mechanical, or Electrical Permits!!!\*\*\***

Property Owner Information:	Contractor Information (if applicable):
Name: _____	Company Business Name: _____
Mailing Address: _____	NM State License # _____ City Business License # _____
	Company Address: _____
Phone #: _____	Phone #: _____

\*If this is an addition, storage shed, garage, etc. the price will be determined by the dollar amount.

\*If this is a remodel or new home the price of the permit will be determined by the square footage.

**Project Cost** (e.i. Remodel or New Construction): \$ \_\_\_\_\_

(Applicable for New Construction, Addition, Shed, Carport, Garage)

Lot Size: \_\_\_\_\_ x \_\_\_\_\_

Building Square Footage: \_\_\_\_\_

Building Size: \_\_\_\_\_ x \_\_\_\_\_

\*You must submit a sketch or drawing showing the lot size, the home, proposed addition, and any other building or structure located on your lot. You must show the street name, sidewalk, drive pad, and/or curb and gutter location.  
**YOU MUST INCLUDE THE DISTANCE FROM THE FRONT, SIDES, AND REAR PROPERTY LINES TO THE HOME.**



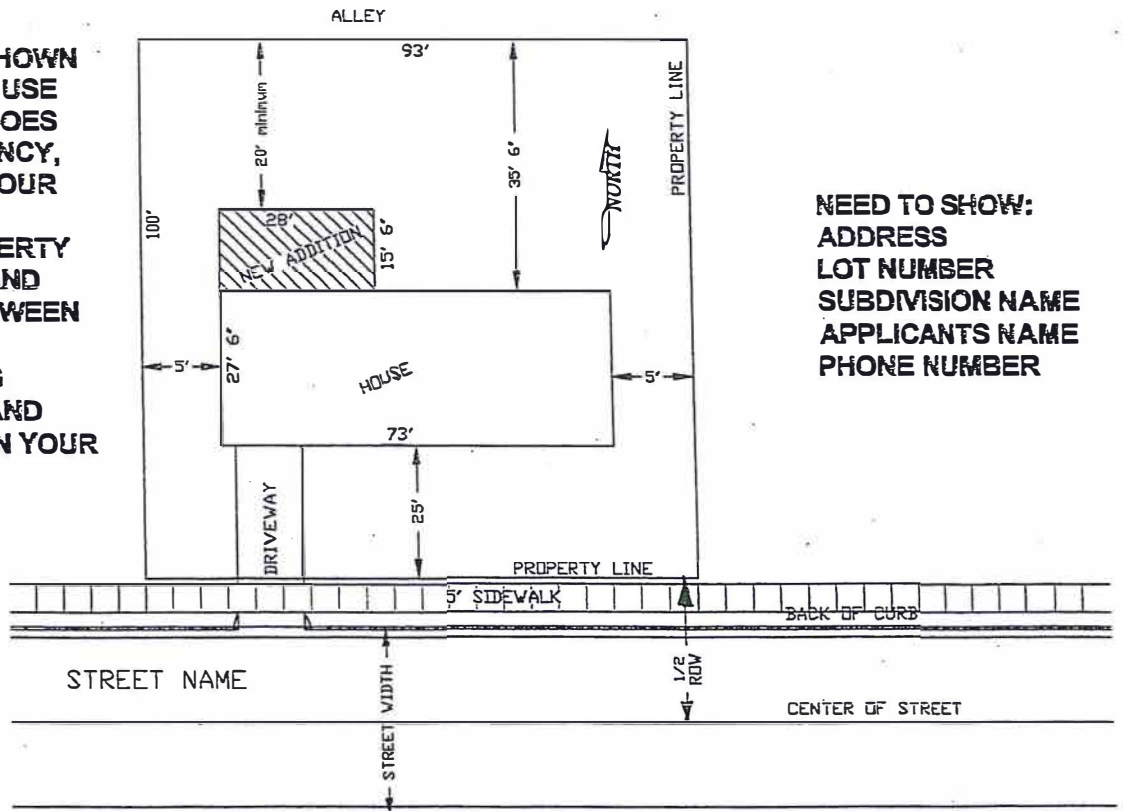
# CITY OF ROSWELL

## INSPECTION DEPARTMENT

421 N. RICHARDSON PHONE NO. 624-6700

# YOU MUST HAVE A PLOT PLAN OR DRAWING BEFORE YOU CAN OBTAIN A BUILDING PERMIT!

A SAMPLE DRAWING IS SHOWN TO THE RIGHT. YOU MAY USE PENCIL OR INK. YOURS DOES NOT HAVE TO BE THIS FANCY, BUT MUST BE LEGIBLE. YOUR DRAWING MUST SHOW DIMENSIONS FROM PROPERTY LINES TO THE EXISTING AND NEW STRUCTURES & BETWEEN STRUCTURES. CHECK WITH THE ZONING OFFICE FOR SETBACKS AND OTHER REQUIREMENTS IN YOUR ZONING DISTRICT.



NEED TO SHOW:  
ADDRESS  
LOT NUMBER  
SUBDIVISION NAME  
APPLICANTS NAME  
PHONE NUMBER

# PLOT PLAN

## SPECIFICATIONS

Zoning Administrator  
Planning and Zoning Department  
Roswell, NM 88201

These specifications are adopted by the Zoning Administrator in accordance with the provisions set forth in Section 12, Article 3 of Zoning Ordinance 10-02, Amended.

Plot Plan, size 8 1/2" x 11" minimum, shall accompany all applications for Building Permits, except those for continuing or reinstating a non-conforming use or structure.

This list of specifications is intended to serve as a guide in the **preparation** of a Plot Plan.

The following requirements are illustrated on the attached Sample Plot Plan. The letters as listed here are shown on the sample plan (in red).

### Simple Plot Plan:

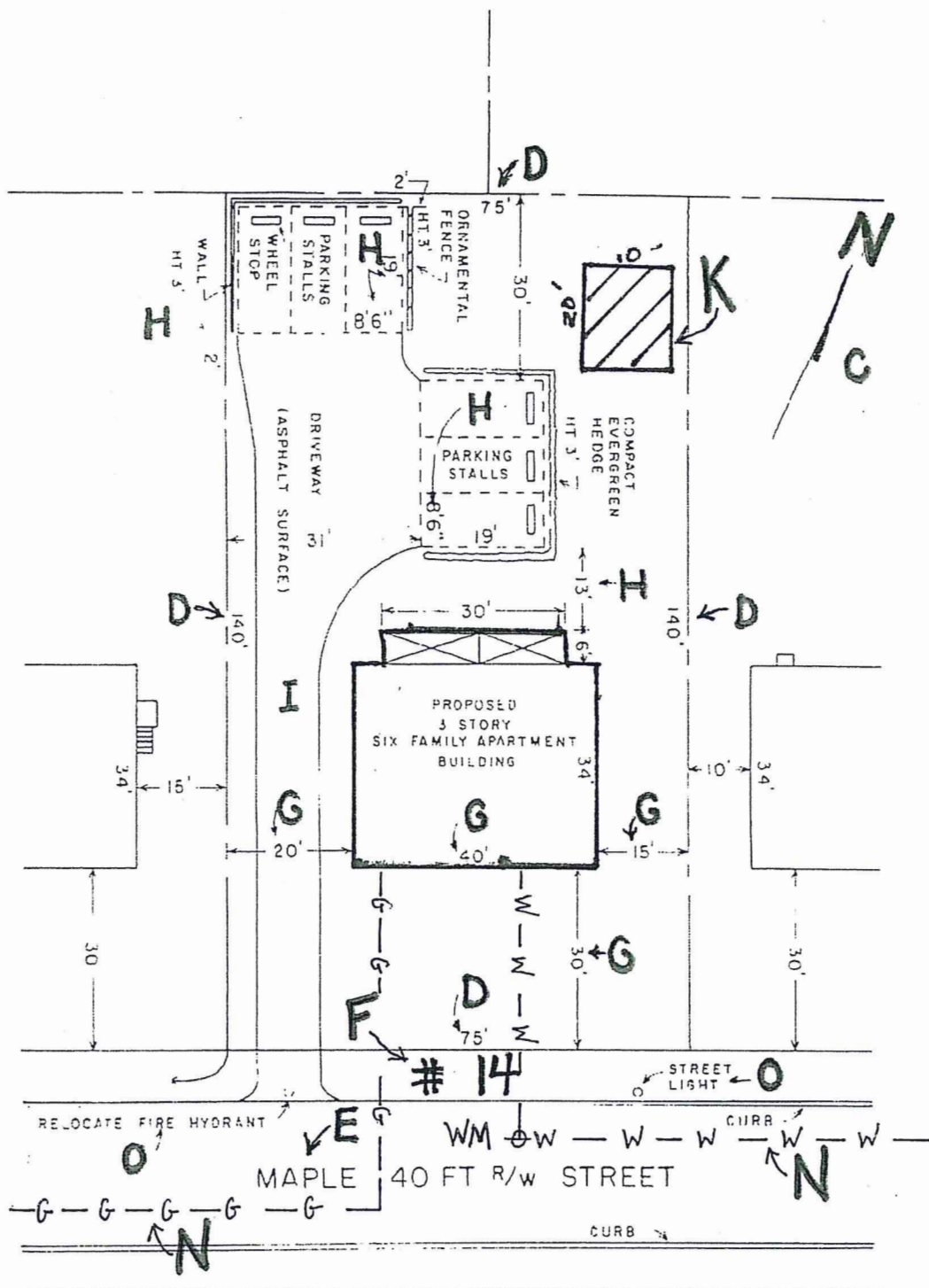
A simplified Plot Plan may be submitted when minor construction or no construction is involved.  
The plan shall:

- A. Be drawn **neatly** to scale. (**New Residential or Commercial structures shall be computer drafted**)
- B. Indicate the **entire lot** for which application is being made.
- C. Contain a symbol indicating the direction of North. (North Arrow)
- D. Indicate the dimensions (in feet) of the lot.
- E. Indicate the name of all streets which the lot is located.
- F. Indicate the street address.
- G. Indicate the location, height, and dimension of existing and proposed structures and/or additions.
- H. Indicate any parking areas with distance from buildings and property lines. (Commercial Use)
- I. When on-site parking is provided, indicate driveways and curb cuts AND distance from intersection, if the lot is a corner lot.
- J. Indicate the name of the owner of the subject lot and the date of the plot plan preparation.
- K. Indicate the location, height, and dimension of all existing and proposed accessory structure.

### Detailed Plot Plan:

A detailed Plot Plan must be submitted when major construction or a new use of the land is involved, such as a new house or commercial building. In addition to the items above, the detailed Plot Plan shall:

- L. Indicate the lot number and subdivision name of the subject property.
- M. Indicate the name of the contractor with a contact number for emergencies.
- N. Indicate existing and proposed contours and utilities of the subject lot.
- O. Indicate the location and type of existing and proposed street fixtures such as utility poles, street lights, traffic lights, signs, fire hydrants, water meters, clean outs, etc.



SAMPLE

PLAN OF PROPERTY

OF

J RICHARD R ROE

BEING

L Lot 9

of

\*\*\* Subdivision

A

SCALE 1" = 20'

J

MARCH 8, 1973

M

Mike Construction